



## **Mobile Communication Device Policy**

The use of telecommunications technology has now become the norm rather than the exception for our school community.

Students/staff/parents/caregivers/volunteers/contractors and any other visitors are accessing this facility in increasing numbers. Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distraction or disruption. Therefore the school discourages the bringing of mobile communication devices to school by students but we accept there are times when it might be deemed important such as going to and from school. We are therefore prepared to allow them on the premises only within the parameters of this policy and only when it is deemed necessary by parents and leadership.

- ✿ Mobile communication devices are defined as devices that can store, send and receive communications (voice, data and video) while the device is not physically attached to a network. Mobile communication devices include: Mobile telephones
- ✿ Tablet devices using wireless/mobile telecommunication technology (e.g. iPad, Android, Windows devices etc.)
- ✿ Smart phone devices
- ✿ Laptops/Notebooks with wireless/mobile telecommunication connectivity.

### **EXPECTATIONS**

#### **Students**

- ✿ Students are not to have mobile communication devices in their possession whilst on school grounds during school hours (8:55am – 3:00 pm) or on an excursion or camp. Such devices must be switched off and stored in a secure location in the front office. At the end of the day students are able to communicate with their parents/caregivers if necessary.
- ✿ The taking of photos, playing games or social media are not to be used until students leave the school grounds.
- ✿ No device is to be used at any time during the school day except if pre-arranged with the Leadership Team and teacher.
- ✿ Families are reminded that in case of emergency the school office remains the appropriate point of contact on 8255 0533 and can ensure your child is reached quickly and assisted in any appropriate way.
- ✿ In emergencies or for other important reasons, students can seek permission from their teacher to contact their families or carers using the school landline in the office.
- ✿ Mobile communication devices are brought to school entirely at owner's risk. The school will not be involved in disputes and/or investigations over damage, loss or theft.

If these procedures have not been followed, the phone will be confiscated from the student and will need to be collect it from the school office.

## **Staff**

- ✿ Personal mobile communication devices are to be switched off or put on 'silent' during teaching times, meetings and assemblies, except in an emergency or if pre-arranged with the Principal.
- ✿ Personal mobile communication devices are not to be used to take images of any students and instead the use of school iPads will be used.
- ✿ Personal mobile communication devices are brought to school at the owner's risk. Neither the school nor DfE can accept responsibility for any loss or damage or investigating such.
- ✿ Only certified charging devices which have been electrically tested are allowed.
- ✿ Teaching and Support Staff have access to school mobile communication devices when required for excursions and camps.

## **Parents/Caregivers/Volunteers/Contractors and any other Visitors**

- ✿ All parents/caregivers/volunteers/contractors and any other visitors are to take and make mobile calls outside teaching and learning areas.
- ✿ Personal mobile communication devices are to be switched off or put on 'silent' during teaching times, meetings and assemblies, except in an emergency or if pre-arranged with the Principal.
- ✿ Personal mobile communication devices are not to be used to take images of any students.
- ✿ Personal mobile communication devices are brought to school at the owner's risk. Neither the school nor DfE can accept responsibility for any loss or damage OR investigating such.
- ✿ Only certified charging devices which have been electrically tested are allowed.

Updated by staff: August 2018

School Values

Respect – Collaboration – Integrity – Diversity – Responsibility



